



Career Opportunity Bulletin

PLANNING & RESEARCH ASSOCIATE I

Option: Dirigo Health

CODE: 003991 PAY GRADE: 20 (\$13.33 – 18.02/hr.)

Value of State-paid Health and Dental Insurance: \$312.21biweekly

Value of State's share of Employee's Retirement: 17.60% of pay

OPENING DATE: *March 21, 2005*

CLOSING DATE: *April 15, 2005*

GENERAL INFORMATION:

- ... Dirigo Health has a current vacancy in Augusta.
- ... Qualified applicants will be placed on a Special Employment Register for this classification.
- ... You must submit an application in order to be considered for this position, regardless of your status on pre-existing registers.

JOB DESCRIPTION:

This position supports the Maine Quality Forum's Team with planning analyses, disseminating findings, and program development. Primary responsibilities for this position include: maintenance of the Forum's research library, creating literature reviews, improving/updating the Forum's website, grant seeking, and assisting with the development and implementation of multiple plans, policies, and communications.

MINIMUM REQUIREMENTS:

In order to qualify, you must have a six (6) year combination of education, training, and/or experience providing a knowledge of the principles of research and planning.

Preference will be given to the candidate with:

- ... Experience on health services research project(s)
- ... Familiarity with current health services research methods.
- ... A Bachelor's Degree in a health-related field.
- ... A strong background in "clear language" health communication.
- ... Experience in public health/community education initiatives.
- ... Training/coursework in bio-statistics.
- ... Experience writing grants.
- ... Intermediate or better skills with current software applications such as: Word, Excel, PowerPoint, Access, and EndNote/ProCite.
- ... Familiarity with statistical software (e.g. SAS, SPSS).
- ... The ability to communicate with multiple audiences via multiple media.

TESTING PROCEDURE:

The information you provide with your application will be compared to criteria developed by experts who are familiar with this job and its requirements, and converted to a numerical score.

The Bureau of Human Resources reserves the right to use any other selection devices necessary in order to identify those candidates who are most qualified.

APPLICATION INFORMATION:

You must complete a State of Maine application form available at the Bureau of Human Resources in Augusta, all Maine CareerCenter Offices, and on our Web Page (www.maine.gov) then click on Working, then on Job Opportunities, and then State Government Jobs. Be as complete as possible in describing education, training, and work experience (paid and unpaid) on your application. Additional sheets may be used; however, information must be in the same format as shown on the application form.

The completed application form, including proof of licensing/registration/certification, copies of post-secondary transcripts, etc. must be sent to:

**BUREAU OF HUMAN RESOURCES
#4 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0004**

TELEPHONE: (207) 624-7761 **TTY:** (207) 287-4537

(Located at the Burton M. Cross Building, 4th Floor)

INCOMPLETE APPLICATIONS MAY NOT BE PROCESSED.

PLEASE KEEP A COPY OF YOUR APPLICATION MATERIALS. WE ARE UNABLE TO PROVIDE COPIES OF SUBMITTED MATERIALS.

Maine State Government is an Equal Opportunity/Affirmative Action Employer